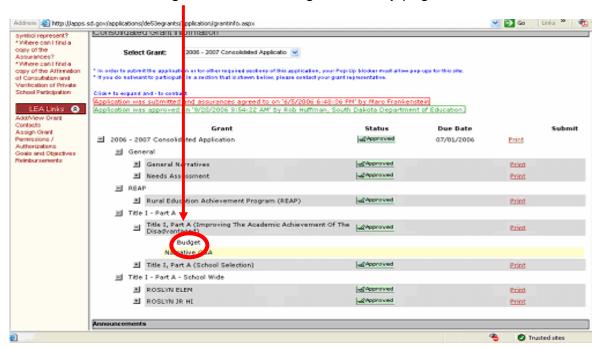
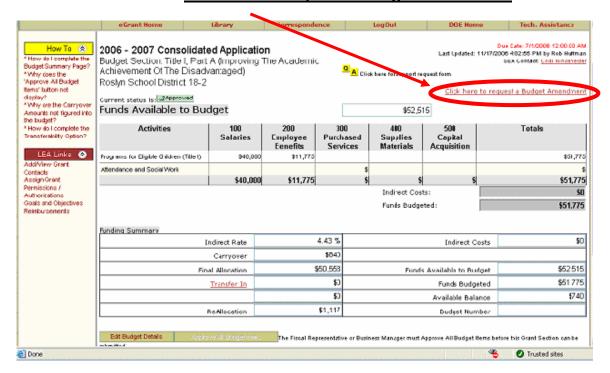
HOW TO COMPLETE A BUDGET AMENDMENT

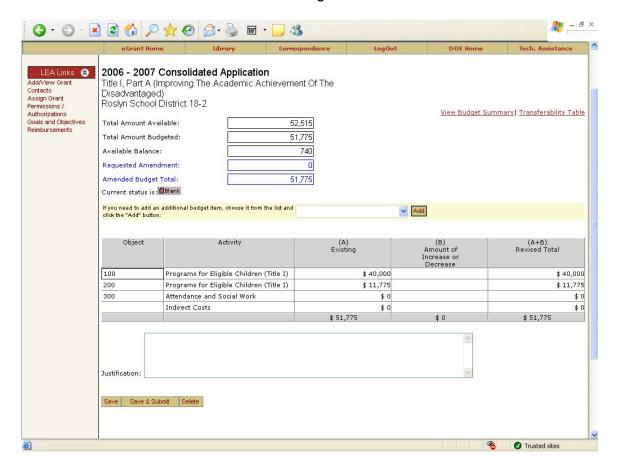
STEP 1: Click the budget to view the budget summary page.



STEP 2: Click the link: Click here to request a Budget Amendment.



STEP 3: Overview of the Amendment Page



View Budget Summary – Link to view the Budget Summary Page.

Transferability Table – Link to view the Transferability Table. (Available only to non REAP districts)

Print – The print the amendment, click the Print icon at the top of the page.
 Original Budget & Revisions – Link to view the original budget or any prior revisions.

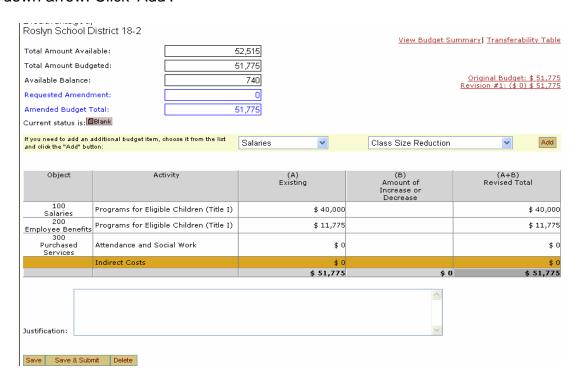
Total Amount Available:	52,515
Total Amount Budgeted:	51,775
Available Balance:	740
Requested Amendment:	0
Amended Budget Total:	51,775

Current status is: Blank

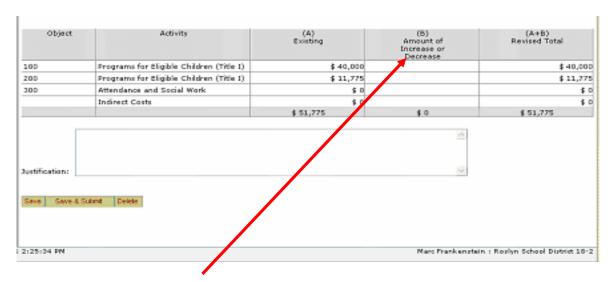
Current Status – will indicate blank, pending, submitted, denied, or approved.



To add an additional budget item, select the object and activity from the drop down arrow. Click 'Add'.

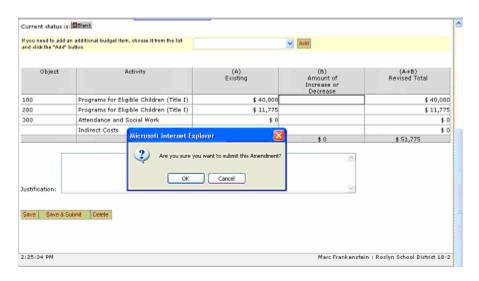


STEP 4: Entering the Amendment

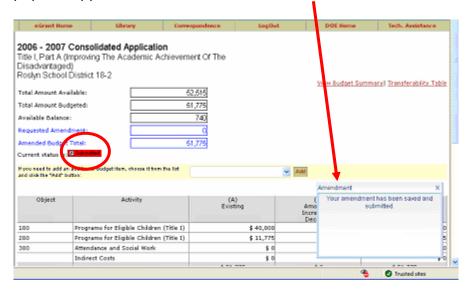


- Click in the 'Amount of Increase or Decrease' column & enter the dollar amount.
- 2. To decrease the budgeted amount, enter a negative sign in front of the number.

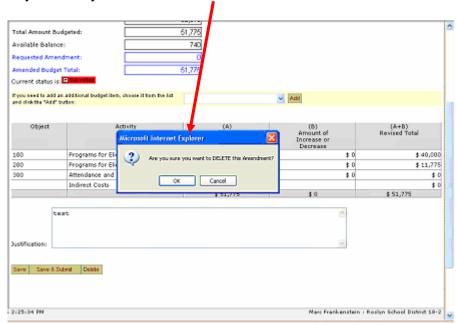
- 3. Enter whole dollars only.
- A justification must be entered for why the amendment is necessary. A brief description of the increased or decreased activities will result in revised budget totals.
- 5. Click 'Save' button to save without submitting.
- 6. Click 'Save & Submit' to save and submit to the Department of Education. A popup will display 'Are you sure you want to submit the Amendment?' Click 'OK'.



7. Once the amendment has been submitted, the status will change and a popup will appear 'Your amendment has been saved & submitted'.



8. Click the 'Delete' button to delete the amendment. A popup will appear 'Are you sure you want to DELETE this amendment?' Click 'OK'.



 After the budget amendment is reviewed by the Department of Education, the authorized user that submitted the amendment will receive an email generated through the eGrant system indicating the amendment has been approved or denied.

Examples:

----Original Message-----

From: eGrants@state.sd.us [mailto:eGrants@state.sd.us]

Sent: Wednesday, November 22, 2006 12:05 PM

To: Authorized User

Subject: Amendment Approved

The amendment for Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) has been approved.

Request Submitted Wednesday, November 22, 2006

----Original Message-----

From: eGrants@state.sd.us [mailto:eGrants@state.sd.us]

Sent: Friday, December 15, 2006 9:10 AM

To: Authorized User

Subject: Amendment Denied

The amendment for Title IV, Part A (Safe and Drug Free) has been denied for the following reason:

Please provide a brief description of these supplies and how they will support the

program.

View Amendment